



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 03-11-028E	OPENING DATE: 08-17-11	CLOSING DATE: 09-07-11	OPEN TO ALL APPLICANTS
POSITION: <b>Paternity &amp; Child Support Section Supervisor</b> JS 945-10	TYPE OF APPOINTMENT: Career Service	SALARY: \$56,857 - \$73,917 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Family Court	LOCATION: 500 Indiana Avenue, NW	TOUR OF DUTY: Full-time	

**Applicants who previously applied for this position are still under consideration, and need not reapply.**

**BRIEF DESCRIPTION OF DUTIES:** Incumbent is responsible for assisting in the management the operations of the Paternity and Child Support Branch. The Branch is responsible for the adjudication of cases involving paternity establishment and child support, its enforcement and the secure maintenance and storage of records resulting from these activities. Incumbent is responsible for supervising the Intake/Calendar or Docketing Section and its staff. Ensures that the Intake/Calendar Section is operating efficiently in accordance with branch policies and established procedures thereby providing quality assurance of the integrity of the Court's docket and files. Trains section employees on branch and division policies, procedures and guidelines. Recommends personnel actions regarding subordinates. Assists the public, litigants, judges and court personnel with inquiries, forms and information. Analyzes data and provides written reports as requested. Prepares written and monthly statistical reports on the status of the section and other branch-related issues, as required. Performs other related duties as necessary to accomplish the mission of the Paternity and Support Branch.

**MINIMUM QUALIFICATIONS:** Six (6) years of administrative or clerical experience in a court or family law agency, including one (1) year as a first-level supervisor, and one (1) year using a computer system; or a bachelor's degree plus two years of experience in a court or family law agency, including one (1) year as a first-level supervisor, and one (1) year using a computer system.

**Documentation of education** (copy of HS diploma, G.E.D. certificate, or college transcript or degree) **must be submitted with your application or your application will not be considered.** Please submit a copy of your most recent performance evaluation, if available, with your application.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. You must complete, and submit with your application, the attached SUPPLEMENTAL APPLICATION FORM (SAF), on which you must describe experience, education and/or training that indicates your level of qualification for each factor. **Failure to submit the SAF with your application will disqualify you from further consideration.**

**PLEASE NOTE:** Your ranking factors will be separated from your application and "blind scored". Therefore, do not put your name on your ranking factors. Instead put the last four numbers of your social security number as your identifier.

1. Ability to manage operations of branch, providing leadership, organization, supervision and guidance.
2. Ability to interpret law and policy and to develop policies, procedures, instructions and make recommendations where necessary.
3. Ability to communicate effectively, orally and in writing, in order to provide courteous and effective customer service to judicial officers, court staff and the public.
4. Ability to collect and analyze data utilizing databases and PC software and to prepare statistical reports.

**SELECTION PROCESS:** After a review of applications and ranking factors, a structured oral interview and writing exercise may be required of highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection. Transcripts of college work and references may also be requested of those interviewed.

**Submit D.C. Courts Application and Ranking Factor Responses:**

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001;  
Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor  
For a court application, call (202) 879-0496, Fax (202) 879-4212 or visit our website at [www.dccourts.gov](http://www.dccourts.gov)

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.

# SUPPLEMENTAL APPLICATION FORM

## *Ranking Factors Responses*

### **Paternity and Child Support Section Supervisor**

The following four Ranking Factors will be used to rate your qualifications for Section Supervisor, Paternity and Child Support. For each of the four factors, check the statement below that **best** describes your experience, education, and training, and provide the requested verification information. **Select and check only one statement for each rating scale.** *If you need more space for your description of experience, please attach additional sheets of paper.*

**1. Ability to manage operations of branch, providing leadership, organization, supervision and guidance.**

**A. Experience:**

- ☐ I have not had an opportunity to display this ability.
- ☐ I have limited experience using this ability. I have performed some of these tasks as a team leader with limited number of subordinates for at least one (1) year.
- ☐ I have used this ability working in a position in an agency where I was supervisor of fewer than five employees. I performed most of these tasks on a daily basis for the last two (2) years.
- ☐ I have used this ability working in a position where I was supervisor of three or more employees. I performed all of these tasks on a daily basis in the last three (3) years.

**Provide a brief description of your experience utilizing this ability, including title of your position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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APPLICANT IDENTIFICATION NUMBER: \_\_\_\_\_

**PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.**

**2. Ability to interpret law and policy and to develop policies, procedures, instructions and make recommendations where necessary.**

**A. Experience:**

- ☐ I have not had an opportunity to display this ability.
- ☐ I have limited experience using this ability when assigned.
- ☐ I have used this ability working in a position in a legal or judicial environment where my work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- ☐ I have performed this task as a regular part of a job in the last three (3) years. I have performed it independently and normally without being reviewed by a supervisor or senior employee.

**Provide a brief description of your experience utilizing this ability, including title of your position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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**APPLICANT IDENTIFICATION NUMBER:** \_\_\_\_\_

**PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.**

**3. Ability to communicate effectively, orally and in writing, in order to provide courteous and effective customer service to judicial officers, court staff and the public.**

**A. Experience:**

- ☐ I do not have any experience with this factor. It is not a normal part of my responsibilities.
- ☐ I have used this ability in my professional career under direct supervision of a supervisor or senior employee.
- ☐ I have used this ability on a daily basis in a legal environment. I have performed it independently and normally without being reviewed by a supervisor or senior employee.
- ☐ I have used this ability extensively as a part of my daily duties in a judicial environment for over three (3) years.

**Provide a brief description of your experience utilizing this ability, including title of your position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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**APPLICANT IDENTIFICATION NUMBER:** \_\_\_\_\_

**PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.**

**4. Ability to collect and analyze data utilizing databases and PC software to prepare statistical reports.**

**A. Experience:**

- ☐ I have not used this knowledge in a full time position.
- ☐ I have used this ability in a limited capacity with close supervision.
- ☐ I have performed this task as a regular part of a job. I have used a personal computer and windows-based word-processing software on a daily basis as a part of my daily duties.
- ☐ This task has been central or major part of my work. I have experience analyzing data and creating statistical productivity reports and progress reports as part of my daily duties.

**Provide a brief description of your experience utilizing this ability, including title of your position and agency.**

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Name and telephone # of a supervisor or manager who can verify this information:

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**APPLICANT IDENTIFICATION NUMBER:**\_\_\_\_\_

**PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.**